

# Governor Allowances Policy

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**Whole School**

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## Statement of intent:

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

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## Legislation and guidance

The Governance Handbook (section 4.7.1, paragraph 73) says that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in the the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6

## Overview

All governors of Great Bridge Primary School will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
  - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events that are compulsory, unless these costs can be claimed from the LA or any other source;
  - Telephone charges, photocopying, stationery, postage etc. incurred through the discharge of their Governor duties.

### **The Governing Body at Great Bridge Primary School acknowledges that:**

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Business Director), attaching receipts, and return it to the school within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance to be presented to the Finance Committee (which meets at least once per half-term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

## Governor Allowances Claim Form

Name:	Date:
Address:	
Claim Period:	

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

	£	p	p
Travel/subsistence to national meetings or training events			
Telephone Charges			
Support for a special need or English as a second language			
Postage			
Photocopying			
Stationery			
Other (please specify)			
<b>TOTAL EXPENSES CLAIMED</b>			

## Policy Approval

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<b>Policy approved by (Print name)</b>	H Hale
<b>Signature</b>	
<b>Position</b>	Headteacher
<b>Date</b>	26.07.2023

<b>Policy approved by (Print name)</b>	N Martin
<b>Signature</b>	
<b>Position</b>	Chair of Governors
<b>Date</b>	25.09.23

<b>Review Date</b>	November 2031
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